New Castle County Detention Center (NCCDC)

WHAT IS THIS HANDBOOK ALL ABOUT?

There are some things you should know before you enter the program that will make your stay here at the detention center more productive. These things will also help you in getting along with the staff and other youth. When you finish reading this guide, a staff member will review the expectations with you and you will be given a test.



UCCESS Knowing the correct answers will help you pass this test and do well in the program.

It is important that you understand everything in this handbook as it contains all the answers to the program entrance test.

You will progress through the level system once you show that you understand the behavior program expectations.

If you have any questions, or find something in this orientation handbook that you do not understand, please ask one of the staff to explain it to you!

Revised: May 2018

IMPORTANT INFORMATION ABOUT THIS FACILITY

You are currently staying at the:

New Castle County Detention Center (NCCDC) 963 Centre Road, Building #14 Wilmington, DE 19805



Facility Superintendent: Raheem Perkins
Assistant Superintendent: Michael Green

The telephone number here is (302) 633-3100.

What is this place?

A juvenile detention center is a place where juveniles who have been ordered by the court and who have been charged with criminal offenses are held. The basic purpose of the detention center is to provide you with safe and secure custody and help you to make positive changes in your thinking and behavior.

Who are the staff that I will be working with during my detainment?

- Youth Rehabilitation Counselors (YRC's) will work with you every day, 24 hours a day. They will help you have a safe and secure detention stay. You should also have interactions with the YRC Supervisors while you are here.
- Caseworkers are staff who will contact your family regarding your detention admission and will keep them informed of your progress. Your caseworker will meet with you periodically during your stay with any new information pertaining to your case.
- Any important information pertaining to your case should be forwarded to your caseworker
- Medical staff will be on-site every day. If you are sick or injured, report this to a staff immediately. Sick-call is conducted in the morning before school and in the evening after dinner.
- Psychologists and a Drug and Alcohol Counselor are available to speak with you Monday –
 Friday, 8:30 a.m. 6:00 p.m. Crisis services are available to you during off hours. If you
 have a mental health or counseling need, please inform a YRC staff and they will arrange
 for you to meet with the psychologist or Drug and Alcohol Counselor.
- Education staff conducts academic classes Monday Friday. Once you have completed your stay in detention, your grades and attendance are transferred to the last school you attended before you came to detention.

When will my parents be notified of my detention?

Detention center staff will inform your parents/legal guardian(s) as soon as possible of your arrival at detention. As such, it is very important that you give us accurate information about your parents' current telephone numbers for work and home. We will inform your parents of all our programs and your court date and time. They will also be notified to obtain an attorney. Please note that only your parents or guardian will be informed of your detention.

When will I have court?

You will have a bail hearing in Family Court the first 24 hours of your arrival unless you were ordered here by Family court. Your next court hearing will be scheduled by the Courts as soon a possible. Your caseworker will provide with this date once it is scheduled. The court is closed on holidays and weekends. Additional information about your case will be provided to you by your assigned caseworker. Longer timeframes apply if you are on a Superior Court track.

What professional visitors can I have during my detention stay?

Approved case related professionals are allowed to visit you during your detention stay. This includes, but is not limited to, your lawyer, probation officer, caseworkers, clergy (priest, rabbi, minister, Imam, etc.), counselors, therapists and school staff. Whenever you need to speak with a professional involved in your case, just ask a staff and we will coordinate the process with your case manager.

What is a Unit Assignment?

You will be assigned to a housing unit of the same gender. While on this unit, you will be under staff supervision at all times, be assigned a sleeping area, receive daily hygiene, and participate in group discussions and other program activities.

The detention center will provide you with clothing, bath/hygiene items, and bedding. You will shower daily and are provided with soap, shampoo, washcloths, towels and other personal hygiene supplies. If you have special hygiene needs (contacts, braces, retainers,

etc.), please let a staff member know right away so we can make the necessary arrangements for you to have these items.

How is my safety ensured during my detention?

The detention center uses equipment to help us supervise people and assure you are safe and secure during your stay with us. We use video devices to listen and watch activities. However, there are no hidden cameras in your sleeping room, washrooms, shower rooms, or medical examination rooms.

PREA – Prison Rape Elimination Act What is PREA?

NCCDC has zero tolerance for any incidence of sexual activity with youth in our care.

The Prison Rape Elimination Act (PREA) does not allow any sexual contact between youth or staff and youth and it is against the law. The law also does not allow sexual harassment to occur in our program. Sexual harassment is repeated and unwelcome sexual advances, request for sexual favors, or comments, gestures, or actions by one youth or staff to another.

Reporting Sexual Abuse: If anyone threatens to hurt you sexually, ask you to participate in a sexual act for pleasure, for payment or for protection, or touch you in a private area, then you have the right to report this to a staff member. If you feel uncomfortable telling staff, you can tell the nurse, supervisor, case manager, probation officer, parent, teacher or psychologist. Your story will be confidential, but will be told to a person who will investigate. You will be separated from the person who is trying to hurt you so that you can be safe. If you suspect or witness a peer being sexually abused or harassed you can also report the incident to staff or any of the people listed above.

Treatment and Counseling: The medical staff will make sure that you are seen by a counselor to help you to understand your feelings and emotions and how to be able to find ways to cope with those feelings and emotions.

NCCDC does not allow any sexual contact between youth and staff or youth and youth. Any form of sexual contact within the facility is not considered consensual and it is against the law. This information is for you to be able to know what to do when someone is trying to get you to be involved in sexual activities. Also, it will tell you how to tell someone else if a staff member or another youth tries to get you to be involved in sexual activities and how to keep yourself safe.

Prevention/Intervention Methods: This means, what NCCDC can do to keep you safe! NCCDC has a policy that does not allow for sexual activity to occur between any persons. The staff is taught to look for signs and how to report violations of this policy.

Self-Protection: This means, how to keep yourself safe! Do not let anyone come into your room or into the bathroom with you. Do not accept gifts or favors from others. Do not accept an offer from another person to be your protector. Be firm if others ask you to do something that you do not want to do. Look for others who are involved in positive activities. Trust your instincts. If you sense a situation is dangerous, it probably is.

Reporting Sexual Abuse: If anyone threatens to hurt you sexually, ask you to participate in a sexual act for pleasure, for payment or for protection, or touch you in your private areas, then you have the right to report this to a staff member. If you feel uncomfortable telling staff, you can tell the nurse, a supervisor, a teacher, the psychologist, a case manager, your PO or your parent/guardian. You can also call the PREA Hotline at: 1800-292-9582 or on the GTL phone system at: *7735# then press 4. Your story will be confidential, but will be told to a person who will investigate. You will be separated from the person who is trying to hurt you so that you can be safe.

If you suspect you or a peer is being abused or harassed, you can report any of the following ways:

- -Report directly to any staff member
- -Report to the Child Abuse Hotline 1-800-292-9582
- -Report to your Probation Officer
- Complete an Emergency Grievance Form (the **RED** form)
- -Or any adult you feel comfortable telling

How do I have a private or confidential meeting?

Conference rooms and the medical consult rooms are reserved for private meetings with your attorney, religious advisor, medical staff, and other case related professionals.



Medical and Mental Health Services

What if I have medical or mental health needs?

The detention center has licensed nurses and doctors available to respond to all of your medical needs. Please be certain to immediately report to staff if you are sick, injured, require medical attention or are currently taking prescribed medication. If you want to see a doctor or nurse, there are two sick calls a day (7:30a and 6:30pm) you can sign up to see a medical professional or you can ask staff to arrange it for you. Within 24 hours of your arrival, our medical staff will

have you complete a physical examination and medical history interview. You will also have access to a dentist and an eye doctor, if needed.

We also have a drug and alcohol counselor, psychiatrist, and psychologists available to help you with any concerns or other problems that may arise. Within 24 hours of your arrival, you will be assessed by a psychologist. If you would like to see a mental health professional beyond that, you will need to ask to be placed on the Mental Health referral list.

Programming Schedule

When do I eat?

You will receive three meals each day and a snack each evening before bedtime. All of your meals will be provided by the food service workers at the detention center. All meals are federally and locally mandated to control the portion size of your meals. Seconds will be given if available. Meals are during scheduled times; if you choose not to eat your meal during the allotted times, you will not be allowed to eat until the next scheduled time.

When can I visit with my family and make telephone calls?

During your detention stay you will be able to call and visit with your parents or legal guardians.

While you are on Level one, you are entitled to one 15-minute phone call per week to your parent/legal guardian. You will receive two phone calls when you reach Level Two. When you reach Level Three, you will receive three phone calls each week (see the phone schedule at the end of this book). All phone calls except your intake call MUST take place on the GTL phone system. This phone system requires that your parent/legal guardian pay a minimum of \$25 to activate and use the phone. Each call is \$0.86 which allows you up to 25 calls. When you have exhausted your \$25, it will need to be replenished starting with a minimum of \$25, again.

Visitation takes place on the weekdays. Visitation times are scheduled by last name. Alternative visitation times are available for families who have a conflict; dates and time will be assigned by your caseworker and approved by the Superintendent or the Assistant Superintendent.

• Tuesday: A-L (6:00 pm - 7:00 pm),

• Wednesday Gold Phase only 6:00PM- 7:00PM

Thursday: M-Z (6:00 pm - 7:00 pm)

All visitors must be approved and they are subject to search. All visitors 12 and older MUST have a photo ID. NO EXCEPTIONS. Gifts, food, or money for the youth are prohibited. You are allowed to visit with parents/guardians regardless of your level. You have a legal right to visit with your attorney at any time. Family Court counselors, social workers, probation officers, and ministers may visit at a reasonable time. Reasonable place/area will be provided for confidentiality. When on Administrative Intervention status, your visit can be cancelled.

Will I get mail?

You will receive your mail on the day it arrives except for weekends and holidays. You will be able to write letters to and receive letters from your parents, family and friends through the U.S. Postal Service.

We will provide you with stationery and envelopes so you can send mail to others. You must use your name, our return address, and billing code: 37-05-50-1 when sending mail out. You are required to seal outgoing mail in the presence of staff. Staff will open all incoming mail, in your presence, so that the contents can be inspected for inappropriate items.

Do I get any exercise?

You will receive large/small muscular exercise every day for 45 minutes to an hour. Physical education is built into the education program, but you may also be able to go the gym and/or the outdoor recreation area when you are participating in programming (See recreation schedule). If you are out of program you may be prohibited from entering the gym and/or having recreation separately from your peers.

Do I get any books or reading materials?



The detention center has a library and you will have scheduled access to appropriate reading materials; in addition, reading materials are readily available on each unit. The library may also be used for those who are gym restricted.

What will I be required to participate in?

You will be responsible for participating in various educational programs, structured groups and programs, unit meetings, town halls, and a variety of recreational activities.

EDUCATION PROGRAMMING

Will I go to school during my detention stay?



You will go to school and earn credit for the academic work you do while you are here. School is conducted Monday through Friday throughout the entire year. You will receive two summer breaks, a winter break and a spring break.

The mission of the educational program is "Educational Excellence for Every Student Every Day."

Your home school will receive information regarding your attendance and the grades you receive for work completed at the detention center. If you are no longer enrolled in a school program, your attendance, grades, attitude and growth while at the detention center may be beneficial to you and also informative to those who are in charge of your case. You will enter the school program once you complete the orientation process and after you have completed your education assessment testing. You will be assigned to school group based upon your *test score* and *records from your feeder school.*

The principle of the Education Program is Mr. Richard Lee.

What should I expect from the staff?

The primary goal of the staff is to help you:

- Assure your safety and security
- Assume responsibility for your behavior
- Develop problem solving and social skills so that you will not have to return here and that you might experience greater personal success and involvement with your community

Will I be searched?

For reasons of safety and security, staff members are required to perform searches of you and your room. Searches are conducted to ensure that you are not in possession of contraband.

Contraband is any item that may be harmful to you or someone else or any item that you are not allowed to have in your possession or room while in the facility.

Types of Searches:

- Clothed Search: a clothed search will occur after leaving one area to another or after certain activities such as mealtimes or recreation. A clothed search requires a YRC of the same sex to "pat down" your body and clothing
- Unclothed Search: an unclothed search will occur when reasonable suspicion exists that
 you may have dangerous contraband in your possession and/or a clothed search has failed
 to reveal any contraband. Unclothed searches are also held after any personal or
 professional visit, family night activities, returning from an off-campus trip (such as court),
 or if there is a concern about suicidal behavior. An unclothed search requires you to
 remove your clothing in the presence of a YRC of the same sex.
- Room Search: room searches are conducted twice daily and randomly throughout the month to check for contraband. During a room search, a staff member will check your clothing, bedding, books and all other belongings that are in your room.

HOW DO I ADDRESS STAFF?

All staff is to be addressed as either MR. or MRS. and their last name. Please do not address staff by nicknames (i.e Mom).

YOUR RIGHTS

WHAT IS A GRIEVANCE?

You have the right to file a complaint through the grievance process when you feel your rights have been violated, have a complaint about programs and services, or feel you have been mistreated or treated unfairly.

Grievances cannot be filed in matters related to classification, court procedures/processes, or disciplinary action. You may place your grievance in the Grievance Box located in the facility. Grievances will be kept confidential and without fear of retaliation. Your grievance will be heard no later than 3 days from the written date. **Point Grievances** are heard by a YRC III, **Resident Rights Grievances** are heard by a Supervisor and **Emergency Grievances** are given to the Assistant Superintendent.

WHAT IS EXPECTED OF ME REGARDING MY BEHAVIOR?

Appropriate behavior is any behavior:

- Which moves you closer to your goals
- That helps you earn rewards
- That improves your chances of never coming back to the center
- That is helpful to yourself and others.



Inappropriate behavior is any behavior:

- Which keeps you from getting to your goals
- That interferes with earning rewards
- That interferes with your future
- That gets you into trouble
- That is harmful to others

Getting to Know the CBT PROGRAM

WHAT HAPPENS AS A RESULT OF MY BEHAVIOR HERE?

Cognitive Behavioral Training, or CBT, is the behavior program used at NCCDC. The goal of the program is to change behavior by helping you examine the beliefs and thinking patterns that happen before you behave in an inappropriate way. Once you

are aware of these thoughts, you can change these thoughts and attitudes, which will help you, get along with others appropriately and be successful both within the facility and in society.

There are a number of privileges and activities that can be earned for appropriate behavior. If your behavior does not meet expectations, you will not earn points and you may also earn time outs.

You will notice that staff members are constantly grading you for the appropriateness of your behavior while you are here. They do this by writing down on your POINT CARD the number of points you have earned for a period of time. Remember that points are earned by you and not given. Each time period is a fresh start for you to earn points.

What is a point card?

You earn points for active involvement in the program. Your point card is what staff will use to keep track of the points you earn for appropriate behavior. The more appropriate your behavior is during that time, the more points you will earn.

The more points you earn, the higher your level. The higher your level, the more privileges you can earn. Some of the privileges youth can earn include staying up later, special visitations, more GTL phone calls and additional recreation time.

There are five main areas of point card skills you will be graded on throughout the day for 6 blocks:

- 1. IGNORE
- 2. GESTURES
- 3. COOPERATION/PARTICIPATION
- 4. AREA
- TALK

APPROPRIATE

Ignore

All of us like the attention of others from time to time. Sometimes, people will behave in an inappropriate manner just to get attention. If you pay attention to those who are behaving inappropriately, you may be encouraging them to behave this way again. Obviously, we don't want to have inappropriate behaviors encouraged by a staff or youth. Ignoring means acting as though you are not aware of that person's behavior at all.

Gestures

We say things not only by talking, but also by our facial expressions, motions of our body, and even our posture. Appropriate gestures include: a smile when someone succeeds at a difficult task, a nod of the head at someone else's appropriate behavior, or shaking someone's hand.

Cooperation/Participation

We all depend on others for our health and well being. There are many people in this building, so cooperation is very important so we can all reach our goals.

Cooperation means working together. Things can get done more efficiently and all of us will be able to get

INAPPROPRIATE

Ignore

Watching other groups or youth that are not in your group or laughing at another youth's inappropriate behavior. Paying attention to what is being said on a staff's radio or during a conversation that does not involve you is not appropriate.

Gestures

Some gestures that are not appropriate: shaking your fist in someone's face, laughing when someone else gets into trouble or gets hurt, touching someone aggressively or sexually. Throwing gang signs, giving someone the finger, or not keeping your pants at their waist are also not appropriate.

Cooperation/Participation

Examples of not cooperating or participating include not following directions, not raising your hand during activities, not doing your work in school. If you refuse to participate during class time, you will not receive your participation points. along better with one another. It is also important to participate in all program activities.

Area

Staff is expected to know where you are at all times. Therefore, before leaving any areas you are expected to ask permission of staff. You should always bring what you need to what you are doing. You are expected to clean up an area before leaving it. This includes your room.

Area

If you don't have staff permission to leave an area, when you are not where you should be, when you are late arriving and disrupt programming.

Talk

Appropriate talk is highly encouraged! Thinking is really talking to yourself silently, and when done rationally, can help reach better decisions. Talking and thinking can be both useful in avoiding problems and solving problems. Appropriate talk is considerate of others, encourages others to act and talk appropriately. Some subjects for appropriate conversations are music, sports, cars, school, future plans, friendship, jobs, personal goals and hobbies.

Talk

Inappropriate talking is talk which keeps you from getting to your goals, earning rewards or in any way is likely to cause you problems. Some inappropriate subjects for conversation are drugs, why you are here, drinking, gangs, any law breaking activity, complaining about consequences and staff, satanic activities, weapons, fighting, swearing, or using foul language.

What is a contract?

In addition to earning points for appropriate behavior, you will also have a contract to follow if you are going to advance in the level system. Contracts are written agreements you make each week to work on changing or improving your behavior.

At the bottom of the point sheet is an area marked "contract". It will show what your contract is for that week. Staff will also call this your weekly goal. Staff will write in this area the types of

behavior and improvements you are making and, if you are working to accomplish your goal, you will be awarded a contract PLUS (+). If not, you will earn a NEGATIVE (-).

You can earn up to three contract pluses per day, which is a possible total of 21 per week. In addition to earning points to advance in the level system, you need to earn contract pluses to advance to the next level.

In addition, whenever you earn the expected number of pluses for your level during the week, you will earn a Plus Party. A Plus Party is a celebration that you and others in your group can earn once a week where you get special snacks and access to various activities.

What are coupons?

Coupons are used to reward you for new appropriate behaviors and for continued acts of positive behavior. Coupons may be spent on various items at detention commissary. Some of these items may include treats and personal hygiene items. Coupons may be used for other privileges approved by administration.

What are Levels?

There are three levels in the program. You advance in the level system by earning the required number of points and pluses. The chart below describes what you need to earn to advance in the level system.

You are currently reading the Youth Orientation Handbook. Once you complete your review of the orientation handbook you will take a test to make sure you understand the expectations. Upon your admission, you will begin the Level system at Level 1. You cannot move to the next level until you have successfully completed the program entrance exam.

As you move up the Level system you will earn more and more privileges. The privileges can be explained to you by a staff member.

LEVEL ONE

To advance from Level 1 to Level 2 you need to:

Level 1

• Earn an average of 100 points for the **first three days** that you are here. (Speed pass/Fast track)

Level 1-Level 2

- Earn 100 points
- Earn 18 of 21 pluses for the week.

If you are on Level 1 and don't earn 95 points per day, you will not earn free time for the next day.

LEVEL TWO

To maintain Level 2 you need to:

• Earn an average of 115 points for the full earning period



To advance from Level 2 to Level 3 you need to:

- Earn an average of 120 points for the full earning period
- Earn 20 of 21 pluses

If you are on Level 2 and don't earn at least 115 points per day you will not earn free time for the next day.

LEVEL THREE

To maintain Level 3 you need to:

• Earn an average of 125 points for the entire earning period

If you are on Level 3 and you don't earn at least 125 points per day you will not earn free time for the next day.

GOLD SHIRT

To earn and maintain Gold Shirt you need to:

- Must maintain level 3+ for 8 weeks in a row to be admitted.
- Must maintain 128 point average in order to remain in the club
- Youth will be allowed to grieve losing their GOLD Club status only once. (See grievance process below)
- An extra mat
- 10 pictures and 10 letters in room

GRIEVANCE PROCESS

- If youth lose their Gold Club status by less than 5 points, they have one opportunity to file a grievance explaining why they desire to remain in the club. The grievance will be reviewed by a panel of 3 staff included the assistance superintendent and YRC III's.
- The panel will review the youth's grievance, review point sheets and interview necessary staff to make a determination on whether to allow the youth to remain in the club.
- If the grievance is not resolved in the youth's favor, he will lose his Gold Shirt status.

- If resident earned enough points to be a level 3 status (example 125+) they must maintain at level 3 for four (4) weeks to regain Gold Shirt status.
- If the resident goes below level 3 (example level 1 or 2) they must follow the original criteria to regain Gold Shirt status.
- If the grievance is resolved in the youth's favor, he will placed on a behavioral contract for one week. If the youth complies fully with the contract he will be allowed to keep his Gold Shirt; however, if he/she fails to fully comply, they will lose their Gold Shirt.



What is a time out?

Time outs are for you to think about your inappropriate behavior. A time out lasts for five minutes. We are all human beings, capable of both success and failure. As a human being, you will make mistakes and show inappropriate behavior at times. When you make these MISTAKES you will be directed by a staff to take a time out that you have earned.

A TIME OUT IS NOT INTENDED AS A PUNISHMENT

Here are some of the things a time out can do for you

- 1. Help you become aware of your inappropriate behavior. If you know what behavior to change, it is much easier to change that behavior.
- 2. Provide an opportunity to show the staff that you can act appropriately
- 3. Allow you the option of returning quickly to the program instead of having a major consequence for a minor mistake
- 4. Allow you time to identify appropriate alternatives to the behavior which earned you a time out
- 5. Allow you time to decide whether appropriate behavior might be a better choice

Most time outs are spent in program, quietly facing the wall with your arms to your side. Some time outs are spent in your room or in a specific area of the Unit or Program Area. All time outs are spent in the program area except those for:

- Fighting or aggressive talk or aggressive gestures
- Destruction of property
- Sexually inappropriate behavior or talk
- Refusal to accept the time out or being uncooperative with the process
- Threatening others

While you are in time out, you are not earning points or coupons. You will resume earning points when you return to the regular program after completing your time out. If you are out of program for a particular timeframe, additional points will be deducted according to a precalculated matrix scale.

What behavior is expected of me when doing a time out?

- Go to the wall as directed and stand about six inches away from it
- Stand straight with your hands at your side
- Ignore everyone except staff who talk to you
- <u>Do not ask if your time is up.</u> This will earn you extra time. Staff will be keeping track of your time on a clock and will let you know when your time is complete failure to do so will cause you to start your time out over.
- Following your time out (and only when asked by staff) name the inappropriate behavior that earned you the time out; if requested, do a RSA.

What happens after I receive a time out?

After you have acted appropriately for <u>FIVE CONTINUOUS MINUTES</u>, a staff member will ask you why you are in a time out. You are expected to state exactly why you earned the time out and accept full responsibility for the time out. If you choose not to accept responsibility for the

behavior that caused the timeout or if you refuse to tell staff why the timeout was issued, you will start the original timeout over.

Once informed that you have answered this question, you will be directed to rejoin the group.

The time out starts over again when you fail to meet the expectations of appropriate time out behavior. For example, if you stand appropriately for three minutes and then look at the TV or are reading a book, your five-minute time out would start again when your behavior becomes appropriate. If you do not complete the five-minute timeout in the allotted time, you will then earn a 30+5 timeout.

What happens if I don't know why I'm in time out?

Staff will inform you in advance of why you've earned a time out, and if, at the end of the five minutes you do not know why you are in time out, the staff will give you an additional five minutes re-start to think about it.

* If you do not complete this process you will earn a 30+5 minute timeout.

What are other kinds of time outs that I may earn?

There are two types of room time outs:

30-5

A 30-5 is earned if you refuse to take a 5 minute time out OR are demonstrating continuous non-compliance with the time out expectations.

If you refuse to take a time out, you will be required to maintain 30 minutes of appropriate behavior sitting in a chair facing the wall. This may occur in or outside of a room. 'While in a

room' and to reduce isolation time, if youth display 10 minutes of compliant behavior inside room, staff will use their discretion and monitor the compliant behavior and only then the youth will be allowed out of the room to complete the rest of 30-5 outside the room. After, 30 minutes of appropriate behavior you will be required to take the original five minute time out that you refused to take. You may want to note that it does not make sense to refuse to take a time out, since you will eventually be required to take it before you come back in the program. **No points or privileges can be earned while serving a time out.**

Other reasons to earn a 30+5:

- Cursing after a 5 minute timeout
- Contraband (soft) letters, extra clothing, books, pencil
- Refuse program (school, scheduled activities,)
- Theft
- Horse playing
- Any touching

30-30-5

A 30-30-5 is earned for any kind of aggressive gesture, threatening, talk or actions, excessive damage to property, safety or security breaches or tampering with fire equipment. Please note that if you demonstrate severe aggressive behavior you will be placed on administrative intervention which can include <u>filing a police report</u>, <u>notification to the court</u>, <u>disciplinary</u> segregation, etc.

If you earn a 30-30-5, you will need to act appropriately for 30 CONTINUOUS MINUTES in or outside of a room depending on your behavior. *Same process with the reduction of isolation apply*

After the 30 minutes of continuous appropriate behavior has been completed, you will be given a behavior packet to complete for the next 30 minutes. You must sustain appropriate behavior for those 30 minutes or the time out will start over.

*After successfully completing this second 30 minute period and processing with staff, you will complete the initial five minute time out you earned.

No points or privileges can be earned while you are in a time-out. If you refuse to complete any portion of a time out, the time out will start completely over or depending on the situation you may be placed on Administrative Intervention.



What is appropriate behavior while I am in a room time out?

- Remain quiet (NO BANGING , YELLING , OR KICKING THE DOOR)
- Ignore everyone who talks to you except staff
- Sit on your bed or at the desk but do not sleep (eyes open)
- This will help you look at the choices you make and how things you tell yourself lead to your behaviors. Before you come out of your room, staff will assist you to complete a thinking report.
- Name the inappropriate behavior that earned you the time out when asked by staff.

What is appropriate behavior while I am outside of the room during an extended time out?

- Sit a plastic chair facing an assigned door or wall
- Sit quietly
- Ignore all other behaviors and youth around you. Do not speak to anyone unless you are spoken to by staff.
- Do not turn around or ask about your sanction time

While in orientation group, staff will ask you to practice taking a time out. The purpose of this is to give you the opportunity to learn how to do it correctly, and to allow you to see how easy it is to take a time out.



Most youth here would rather be somewhere else than in this detention center. It is very easy to convince yourself that the most important thing is getting out of here as soon as possible.

What is an Administrative Intervention and how will it affect me?

Administrative Intervention is the removal of a youth from the program after they have failed to be successful in the established program of behavior management. The youth is transferred to the Intervention Unit and a plan is created to meet their needs. When a youth is removed from the program, they are no longer entitled to any of the other benefits associated with the program. This means you will not earn points, pluses, coupons or earn any other benefits of the program. You may or may not receive weekly phone calls and visits while on Al. However, your visits can be revoked by the Superintendent or Assistant Superintendent at any time.

You will go before the AI Board within 24 hours of you being recommended for AI. The board will consist of a YRC III, supervisor, psychologist and or Superintendent or Assistant Superintendent. The board will ask you a series of questions to determine if you are ready to rejoin regular programming. If the board votes that you are ready to re-enter regular programming you will do so with a behavior contract in place; if not you will remain on AI status and reviewed again in the next 24 hours.

What happens when an Administrative Intervention is not successful?

The disciplinary process is initiated by the administration and at that time, the youth would be subject to the established disciplinary violations and penalties. In addition, if the behavior is of a violent nature and results in injury to other youth or staff, formal charges will be filed with the local police agency.

REWARDS AND PRIVELEGE PACKAGES:

Level 3+

- 9pm bedtime
- Movie night once a month
- CBT cart 3 times a week
- Spend 20 coupons at CBT cart
- 3 phone calls per week
- Access to PlayStation and Xbox at least twice a week
- Buy and play all types of cards and board games
- Plus party

Level 3

- All the above
- No plus party

Level 2+

- 8:30pm bedtime
- Cart twice a week
- Spend 15 coupons at the CBT cart
- Can only purchase hygiene on Wednesday; Friday can buy hygiene or snack
- 2 phone calls per week
- Can purchase and use non-playing cards (example Uno, Phase 10, etc)
- Plus party

Level 2

- All of the above
- No plus party

Level 1+

- 7:30pm bedtime
- 1 phone call per week
- CBT cart once a week
- Spend 10 coupons

- Can only purchase hygiene items from cart
- Plus party

Level 1

- All of the above
- No Plus Party

GOLD SHIRT

- 4 phone calls per week
- 2 visits per week;
- CBT cart 3 days per week
- Movie night twice per month
- Spend 30 coupons at CBT store
- Extended Bedtime: Sunday thru Thursday 9:30pm, Friday and Saturday 10pm
- Can purchase cold/hot items from CBT store
- Access to MP3 Player

PLUS PARTY

• Will be every Thursday

RANDOM 135

• Done randomly once a month and those youth who average 135 for the week gets a special treat!

WHAT IS THE MOST IMPORTANT PART OF THE BEHAVIOR PROGRAM?

Changing your thinking may help you change your behavior and deal with your problems so that you will not have to ever come back here or any place like this again!

Some youth return; some do not. The difference is that some learn to change their behavior and learn how to deal with their problems so they don't come back.

It's up to you!

